



F I D U C I A R Y  
S E R V I C E S

## **Firearm Administration Process**

---

# PPS/Executors Duties:



## **Estate clerk**

Contacts the Central Firearms Control Registry (CFCR) and they confirm that there are firearms registered in the name of the deceased.

## **Estate officer**

Receives new estate file and is advised there are firearms in the estate. The Estates Officer then provides the firearm clerks with a firearm sub-folder to serve as a duplicate firearm file for their estate file. The subfolder for the firearms clerks contains the usual supporting documents, contact details for the heirs as well as any additional information regarding the firearms.

## **Firearm clerks**

Receive the file and confirm that all the necessary documents and information is on file. They then make contact with the heirs to confirm the following information:

- The whereabouts of the firearms ie the physical address where the firearm is being kept for safekeeping and the details of the person holding the firearms
- That the firearms are stored correctly in terms of regulation 86
- That the heirs have knowledge of the whereabouts of all the firearms mentioned by the CFCR and that they are in safe keeping
- The final instruction for the firearms

# Transfer of firearms

## **Heir**

If the heir is compliant with Regulation 86 and wants to transfer the firearm into their name we provide them with an affidavit referring to Regulation 86. This will need to be signed and commissioned by the SAPS. Once the letter of Executorship is received the heir is provided with the SAPS 539 certificate which allows them to store the firearm for a period dictated by the SAPS. The heir provides us with the signed, stamped and dated copy for our file. We also provide the heir with a SAPS 271 form. The heir needs to complete the competency course and submit the application form together with the competency certificate for our records. The documents get handed to the SAPS for onward transmission to the CFCR for administration. A payment of R140 to license each firearm needs to be made and a copy of the receipt forwarded for our records.

---

---

THIS IS OUR PROOF OF THEIR APPLICATION. We are then able to close our file. We then proceed to follow up with the CFCR regarding the application progress each month.

### **Other Dealer**

If the heir is non-compliant in terms of Regulation 86 we advise them that if they want ownership of the firearm it needs to be stored with a dealer until they are licensed to carry the firearm. Some heirs elect to make use of their dealers because of convenience and/or costs. We then provide the dealer with a SAPS 534 form to allow them to take transfer of the firearm into their dealer-stock. Once we receive proof on the dealers letterhead reflecting the dealers code and confirming that they are holding the firearms we await a copy of the completed and signed SAPS 534 and SAPS 350 (a) forms. We will follow up with the CFCR on a monthly basis until confirmation is obtained confirming transfer of ownership. It then becomes the responsibility of the dealer to liaise with the heir and make sure that the transfer forms are received.

### **Legally armed**

If the heir is non-compliant and they elect to make use of our Service provider the instruction together with a SAPS 534 form is forwarded to our service provider. It is their responsibility to provide us with the completed and signed SAPS 534 form and SAPS 350(a). When the CFCR confirms that there are no longer firearms in the name of the deceased we proceed to close our file. It is then the dealer's responsibility to attend to the license application with the heir.

We do not allow third parties to store firearms. The firearm needs to be stored with a dealer until their license has been issued to ensure that the firearm is dealer-stocked and no longer reflects in the name of the deceased, thus allowing us to finalize our file.



## **Destruction of Firearms**

### **Legally Armed**

If the heir advises us that they want the firearms destroyed, we can facilitate this process through legally armed or they can do this themselves through the SAPS. We provide Legally Armed with the SAPS 534 form so that they can dealer-stock the firearms and enclose the destruction documents together with the instruction to proceed. The heir then provides us with copies of the signed, completed and stamped forms received back from the SAPS as proof of destruction and we then follow up with the CFCR to confirm that there are no firearms registered in the name of the deceased. Upon a clean 10.2.3 certificate we can close our file.

### **Heirs**

When we are advised by the heirs to have the firearms destroyed we proceed to prevent any further risk, especially if the firearms are not stored correctly in terms of Regulation 86. We contact their nearest SAPS branch and request they collect and destroy the firearm(s). There are no costs involved. We follow up with the CFCR to confirm that the firearms have been removed from the name of the deceased. Upon confirmation and a clean 10.2.3 certificate, we can close our file.

---



## Deactivation of Firearms

When the heirs advise us that they want the firearms deactivated they can either make use of Legally Armed or their own dealer. The process is as follows:

### **Other Dealer**

The dealer arranges for collection of the firearm. We provide the dealer with instructions and documents confirming the firearm has been taken to the SAPS. They send it for IBIS tests (ballistic testing) and after a few months firearms are returned to the SAPS and the dealer is contacted. The Dealer collects the completed documents pertaining to the firearm and then attends to the deactivation documents. These are lodged with the provincial office. It takes several months for the firearm to be transferred out of the name of the deceased.

### **Legally Armed**

RAM collects the firearm and takes it to the dealer. We provide the dealer with an instruction to dealer-stock the firearm, together with supporting documents and a SAPS 534 certificate, to dealer-stock the firearm. Once confirmation has been received that the firearm

has been dealer-stocked, and is no longer in the name of the deceased, we can close our file. The dealer liaises with the heir and arranges for the deactivation of the firearm.

The deactivation of a firearm in itself takes a few days to finalise and have the firearm removed from the name of the deceased. The IBIS testing etc can take up to 2 years to complete.



---



# Lost/Stolen Firearms

When we are advised by the heir that they do not know the whereabouts of the firearms we obtain as much information as we can about the firearm and establish the last known address of the deceased. We act as the firearm clerk, complete an affidavit and then physically go to the SAPS and report the firearms as lost/stolen. A docket is opened and forwarded to the police station closest to the deceased's last known residence. The detectives then investigate the matter and if they cannot find the firearm they will have the matter circulated on their database.

We obtain proof in the form of the 10.2.3 and a 8.1.2.4 certificates and we can close our file.

## Contact Details


### Johannesburg

-  Address: 16 Fricker Road  
Illovo  
Johannesburg
-  Telephone: 011 772 2300

### Pretoria

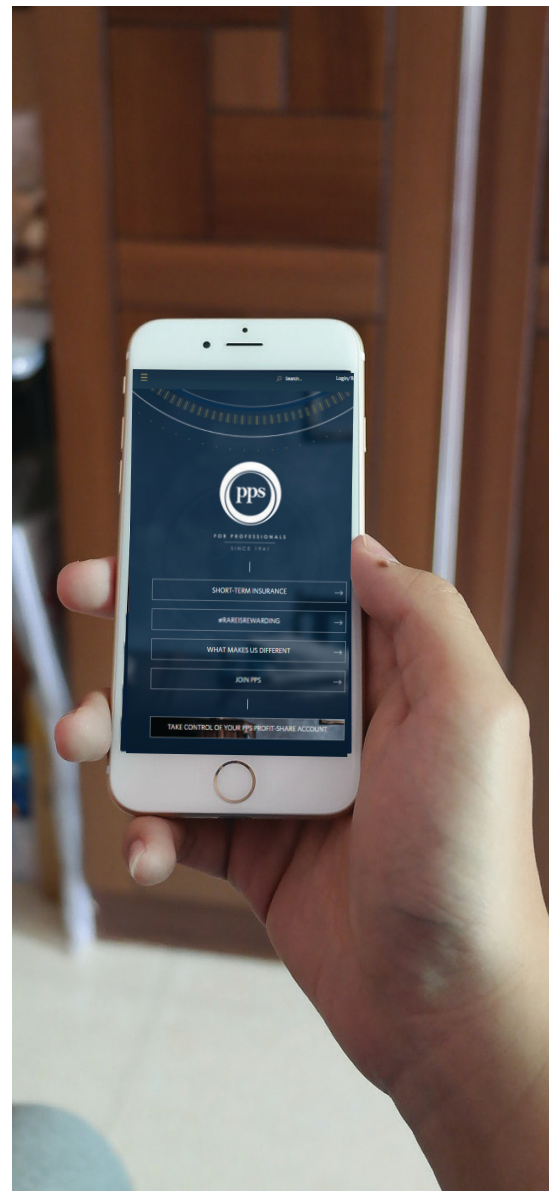
-  Address: Celtis House, Eastwood Office Park  
298 Lynnwood Road  
Centurion
-  Telephone: 012 763 6000

### Durban

-  Address: 48 Richefond Circle  
Ridgeside Office Park  
Umhlanga
-  Telephone: 031 584 1880

### Cape Town

-  Address: PPS House, Boundary Terraces  
No 1 Mariendahl Lane  
Newlands
-  Telephone: 021 680 3624



Tel: (011) 644 4200 | Email: [fiduciary@pps.co.za](mailto:fiduciary@pps.co.za) | Website: [pps.co.za](http://pps.co.za)



PPS For Professionals



@PPS\_SA



PPS Insurance



PPS for Professionals

Disclaimer: The Professional Provident Society Holdings Trust No. IT 312/2011 (PPS Holdings Trust). PPS Insurance Company Limited Reg. No. 2001/017730/06. PPS Insurance is an authorised Financial Services Provider - Licence No. 1044. We are not acting and do not purport to act in any way as an adviser or in a fiduciary capacity. Any representation or opinion is provided for information purposes only. The information provided in this document is subject to terms and conditions applicable to any policies issued by PPS Insurance. © 2017 PPS.